

Chief, Administrative Service

19 May 1952

Chief, Classification and Wage Division

Messenger Positions in

1. This is in answer to verbal request of of your Office on 13 May 1952 for information regarding two positions of Messenger which had been audited some time ago with a view toward possible upgrading. Results were given to verbally shortly after the audits were conducted to the effect that current grades of the positions, CPC-3, were considered adequate. This will serve to confirm these findings and also to point up the controlling factors which bear on the grading pattern for both Messenger and Courier type positions.

2. One of the two Messenger positions in question services North and Central Buildings and the other services South Building. Audit of the duties performed showed that each Messenger within his assigned area collected and delivered all mail, correspondence, documents, and other material, through the security classification of secret, involving collection on a regular schedule, segregation and sorting of material according to destination, answering special calls, assuring that material is properly wrapped, etc. Delivery of material by the Messengers is restricted to destinations within the same building. In the case of the North Building and Central Building area, the two buildings are connected by an enclosed tunnel, which permits a single messenger service for the two buildings without the necessity for leaving the general enclosure. Top Secret material is not handled by messenger personnel, but by authorized Couriers. For the duties described and in consideration of the limitations established by the standard operating practice of restricting delivery to material other than Top Secret and to an area within one building or discrete enclosure, grade CPC-3, which is the standard allocation for non-supervisory Messengers, is considered adequate.

3. For the more difficult and responsible elements of collecting and delivering material, most of which is classified, grades in the GS category are applied rather than a higher level CPC grade. GS-3 applies to collection and delivery of material through the security classification of secret, either between different buildings of the Agency or between this Agency and other agencies in the Washington area. *This grade is generally considered a trainee level and GS-3 Couriers work under the supervision of higher graded Courier personnel. GS-4 represents an independent worker level involving responsibility for delivering material other than ^{Top} Secret within the Agency or to and from other agencies, and also for delivery of Top Secret material within the Agency only. GS-5 is the highest level for regular courier duties, and operation at this level includes delivery of material at all security classifications, including Top Secret, anywhere in the Washington area, either within the Agency or between this Agency and others.

*GS-3 and all higher grade couriers are required to qualify for operation of motor vehicles.

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4. The grade pattern thus presented provides for a progression from the CPC-3 Messenger level to the GS-3 Courier, and from there through grades GS-4 and GS-5, based on increasing degrees of difficulty and responsibility. Within the established pattern there is no provision for a CPC-4 level, which was the grade requested in the case of the two Messenger positions audited, other than for a supervisory Messenger position. Since no supervisory functions exist with respect to the two positions in question, grade CPC-4 cannot be substantiated. The progression for the non-supervisory worker in this field of work would appear to lie along the pattern described above, from CPC-3 to GS-3, depending, of course, on the assignment of the higher graded duties comprising the GS-3 Courier position.

/s/
[Redacted]

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